

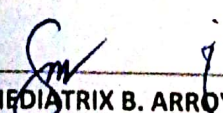
PURCHASE REQUEST

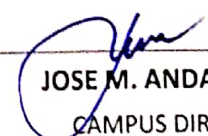
Office Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS Fund Cluster: 1101101

Office/Section: REGISTRAR UNIT/SSD PR No.: 2023-04-057 Date: April 4, 2023
Responsibility Center Code: 19-016-09-00014-04 03 *PC*

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	LOT	MEALS FOR 4 DAYS (MAY 2-5, 2023) - for 6 pax - AM Snacks @ PhP80 each - Lunch @ PhP220 each - PM Snacks @ PhP80 each ***Nothing follows***	1	Ph9,120.00	Ph9,120.00
Total					Ph9,120.00

Purpose: to be served during the enrolment of incoming Grade 7 students, Batch 2029

Requested by:
Signature: 
Printed Name: MARY MEDIATRIX B. ARROYO
Designation: REGISTRAR

Approved by:

JOSE M. ANDAYA, D.T.
CAMPUS DIRECTOR



TERMS OF REFERENCE FOR THE ENROLMENT OF GRADE 7 STUDENTS FOR SY 2023-2024 (BATCH 2029)

I. Background

The Philippine Science High School-CALABARZON Region Campus, since its establishment in 2015, has started to fulfill its vision to become a venue of academic excellence that provides materials and other means facilitative of the optimum learning of its clientele.

Thus, the Student Services Division (SSD) was set up as a service-oriented office for the students, parents, and other clientele whose primary role is to make learning holistic and beneficial to the students to help realize the aforementioned goal of the campus.

As the COVID-19 pandemic recedes, the school opted to conduct the enrolment of incoming Grade 7 students for SY 2023-2024 in-person. Thus, the SSD is making the necessary preparations for the activity.

II. Rationale

PSHS-CALABARZONRC aims to facilitate an efficient admission procedure for incoming Grade 7 scholars and parents and to ascertain that they are aware of the benefits, responsibilities of a PSHS scholar.

III. Scope of Work and Job Specifications

The merchant must be able to provide the following materials/services with the corresponding specifications:

Materials/Resources	Amount
Meals for four (4) visitors from City Health Office and two (2) PSHS Personnel for four (4) days (May 2-5, 2023) -AM snacks @PhP80 each -Lunch @PhP220 each -PM snacks @PhP80 each	PhP 9,120.00
Total	PhP 9,120.00

IV. Approved Budget for Contract

The approved budget for the services and materials is PhP 9,120.00.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420

V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement-Small Value Procurement as per 2016 Revised Implementing Rules and Regulations of RA 9184.

VI. Payment Scheme

The supplier shall be paid 15-30 days after delivery/completion of service.


Prepared by:


Ms. Mary Mediatrix B. Arroyo
Registrar I

Recommending Approval


Mr. Jorge M. Job
SSD Chief

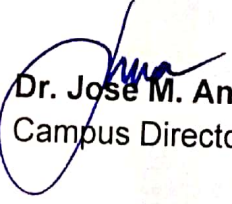
Certificate of Availability of Fund:


Mr. Arnel E. Aguila
Accountant II

Recommending Approval:


Ms. Ma. Theresa P. Pagulayan
FAD Chief

Approved:


Dr. Jose M. Andaya
Campus Director